Processing TANF Post Employment

To authorize TANF Post Employment when all policy requirements are met:

Step	Action
1.	After passing through the necessary screens for TANF, EXPD will display a FAIL message due to the case being over for income. Press enter on EXPD to access AFED. • FAIL displays under HOUSEHOLD for GROSS AMOUNT and/or GRANT AMOUNT. • When all TEAMS requirements for TANF Post Employment are met, this message displays: `POST EMPLOYMENT ELIGIBLE?  ENTER Y AND NEXT TO EXPD FOR DETERMINATION.`
2.	To allow TEAMS to determine if the case is eligible for TANF Post Employment, type Y in the POST EMPLOYMENT field on AFED.
3.	NEXT to EXPD. • EXPD will now display the budget for the case for TANF Post-Employment and the month designator (1ST MONTH, 2ND MONTH, or 3RD MONTH will be indicated in the POST EMPLOYMENT TANF field).
4.	On EXPD, authorize the Post-Employment TANF after verifying the budget information and the month designator. • Type your password in the PAYMENT AUTH field. • Type 01 in the APP CODE field. • If the TANF amount is less than the previous month, enter a DECREASE REASON CD. TPE is the code for TANF Post Employment.

To deauthorize TANF Post Employment or change a case back to regular TANF:

Step	Action
1.	To deauthorize the TANF Post Employment, type N in the POST EMPLOYMENT field on AFED.
2.	NEXT to EXPD. • EXPD will now display the budget for the case for TANF, with all the normal TANF determination fields (not the TANF Post Employment fields).
3.	On EXPD, if you want to authorize regular TANF after verifying the budget information. • Type your password in the PAYMENT AUTH field. • Type 01 in the APP CODE field, if needed.